

FORM CD-450
(REV 10/98)

U.S. DEPARTMENT OF COMMERCE

X GRANT

COOPERATIVE AGREEMENT

FINANCIAL ASSISTANCE AWARD

ACCOUNTING CODE

** See Attached**

RECIPIENT NAME

State of North Dakota, Information Technology Department

AWARD NUMBER

38-50-M09050

STREET ADDRESS

600 East Boulevard Avenue

FEDERAL SHARE OF COST

\$1,613,754.00

CITY, STATE ZIP

Bismarck, ND 58505-0100

RECIPIENT SHARE OF COST

\$403,438.00

AWARD PERIOD

12/20/2009 - 12/19/2014

TOTAL ESTIMATED COST

\$2,017,192.00

AUTHORITY

P.L. 110-385

CFDA NO. AND PROJECT TITLE:

11.558 American Recovery and Reinvestment Act-SBDD-North Dakota Information Technology Department

This Award approved by the Grants Officer is issued in triplicate and constitutes an obligation of Federal funding. By signing the three documents, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, two signed Award documents shall be returned to the Grants Officer and the third document shall be retained by the Recipient. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.

X Department of Commerce Financial Assistance Standard Terms and Conditions (March 2008)

X Special Award Conditions

X Line Item Budget

15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Non-Profit, and Commercial Organizations

X 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments

OMB Circular A-21, Cost Principles for Educational Institutions

X OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments

OMB Circular A-122, Cost Principles for Nonprofit Organizations

48 CFR Part 31, Contract Cost Principles and Procedures

X OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

X Other(s) * Multi-year Grant, see SAC #6; DoC ARRA Award Terms attached.

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER

Joyce Brigham



TITLE

GRANT OFFICER

DATE

DEC 28 2009

TYPED NAME AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

TITLE

DATE

Award Number: 38-50-M09050, Amendment Number 0

Federal Program Officer: Anne Neville

Requisition Number: M09050

Employer Identification Number: 45-0309764

Dun and Bradstreet Number: 073131823

Recipient ID:

Requestor ID:

Treasury Account Symbol (TAS): 0554

Award ACCS Information

Budget	FY	Program Task	Grant/Fellow	Start Date	Obligation Amount
61	2010	4805011-300	06-10-0000-00-00-00-00	41-19-00-00	\$1,613,754.00

Award Contact Information

Contact Type	Contact Name	Email	Phone
Administrative	Dr. Lisa M Feldner	lfeldner@nd.gov	(701) 328-3190

NIST Grants Officer:

Joyce Brigham
100 Bureau Drive, MS 1650
Gaithersburg, MD 20899-1650
(301) 975-6329

NIST Grants Specialist:

Nuria Martinez
100 Bureau Drive, MS 1650
Gaithersburg, MD 20899-1650
(301) 975-6215

**AMERICAN RECOVERY AND REINVESTMENT ACT
STATE BROADBAND DATA AND DEVELOPMENT GRANT PROGRAM
SPECIAL AWARD CONDITIONS**

1. This award number 38-50-M09050 to the State of North Dakota, Information Technology Department, supports the work described in the proposal entitled "State Broadband Data and Development Grant Program," dated August 26, 2009 and revision, which are incorporated into the award by reference. Where the terms of the award and proposal differ, the terms of the award shall prevail.

2. **The Recipient's Contact's name, title, address, and telephone number are:**

Dr. Lisa Feldner
Chief Information Officer
State of North Dakota, Information Technology Department
600 East Boulevard Ave
Bismarck, ND 58505-0100
(701) 328-3190

3. **The Program Officer's name, address, and telephone number are:**

Anne W. Neville
National Telecommunications and Information Administration
US Department of Commerce
1401 Constitution Ave., NW, Ste. 4897
Washington, DC 20230
Phone: (202) 482 3960; Fax: (202) 501 0536
Email: aneville@ntia.doc.gov

4. **The Grants Officer's name, address, and telephone number are:**

Joyce F. Brigham
National Institute of Standards and Technology
Grants and Agreements Management Division
Bldg. 411, Room B-100
100 Bureau Drive, Mail Stop 1650
Gaithersburg, Maryland 20899-1650
Phone: (301) 975-6329; Fax: (301) 926-6458
E-mail: joyce.brigham@nist.gov

5. The Grant Specialist's name, address, telephone and fax number and email address:

Nuria Martinez
National Institute of Standards and Technology
Grants and Agreements Management Division
Bldg. 411, Room B-100
100 Bureau Drive, Mail Stop 1650
Gaithersburg, Maryland 20899-1650
Phone: (301) 975-6215; Fax: (301) 840-5976
E-mail: nuria.martinez@nist.gov

6. Funding Clause:

The award period and budget(s) incorporated into this award cover a five (5) - year period and the budget sets forth a total Federal cost of \$3,715,400.00 in Federal funds. However, Federal funding approved and available at this time is limited to \$1,305,354.00 for the Recipient's broadband mapping activities and \$308,400.00 for broadband planning activities, for a total amount of \$1,613,754.00. The overall award period for this action will extend from December 20, 2009 through December 19, 2014. The funding period for this action will extend from December 20, 2009 through December 19, 2011 for broadband mapping activities and December 20, 2009 through December 19, 2014 for broadband planning activities, if any. Receipt of any future funding will be contingent upon program priorities resulting from the outcome of the Department of Commerce's analysis of the overall program, satisfactory performance and the availability of funds from Congress. Future funding will be at the sole discretion of the Department of Commerce. The Department of Commerce is not liable for any obligations, expenditures, or commitments which involve any amount in excess of the Federal amount presently available. The Recipient will be responsible for any and all termination costs it may incur should future funding not become available. No legal liability will exist or result on the part of the Federal Government for payment of any portion of the remaining funds which have not been made available under the award. Notifications affecting funding or notice of availability of additional funding for the State Broadband Data and Development Grant Program will be made only by the Grants Officer. The amendment to obligate prospective funding available shall be made on Form CD-451, "Amendment to Financial Assistance Award," prior to the expiration of each funding phase's activities.

7. Automated Standard Application for Payments system (ASAP):

Notwithstanding Section A.02 of the DoC Financial Assistance Standard Terms and Conditions, dated March 2008:

- a. The advanced method of payment shall be authorized unless otherwise

specified in a special award condition.

b. Payments will be made through electronic funds transfers, using the Department of Treasury's Automated Standard Application for Payment (ASAP) system and in accordance with the requirements of the Debt Collection Improvement Act of 1996. **The following information is required when making withdrawals for this award: (1) ASAP account identification (id) = award number found on the cover sheet of this award; (2) Agency Location Code (ALC) = 13060001; and (3) Region Code = 02.** Recipients do not need to submit a "Request for Advance or Reimbursement" (SF-270) for payments relating to this award. **All non-ASAP Recipient Organizations must enroll electronically. The ASAP system no longer accepts paper forms for enrollment. If you are not currently enrolled in the ASAP system you must provide the Federal Awarding Agency with a Point of Contact name, e-mail address, mailing address, telephone number, EIN and DUNS numbers of your organization in order for the Federal Awarding Agency Enrollment Initiator (EI) to begin the on-line enrollment. If you have questions on this requirement please contact the Grant Specialist responsible for this award. If you have questions on the electronic process step-by-step instructions you may contact your responsible Regional Finance Center.**

Advances taken through the ASAP shall be limited to the minimum amounts necessary to meet immediate disbursement needs. Advanced funds not disbursed in a timely manner must be promptly returned, via an ASAP credit, to the account from which the advanced funding was withdrawn. Advances shall be for periods not to exceed 30 days.

c. This award has the following control or withdrawal limits set in ASAP:

- None
- Agency Review required for all withdrawals (see explanation below)
- Agency review required for all withdrawal requests over \$ _____
(see explanation below)
- Maximum Draw Amount controls (see explanation below)
 - \$ _____ each month
 - \$ _____ each quarter
 - \$ _____ each year

d. Funds that have been withdrawn through ASAP may be returned to ASAP via the Automated Clearing House (ACH) or via FEDWIRE. The ACH or FEDWIRE transaction may only be performed by the Recipient's financial institution. Full or partial payments received by a Payment Requestor/Recipient Organization may be returned to ASAP. All funds returned to the ASAP system will be credited to the ASAP Suspense Account. The Suspense Account allows the Regional Financial Center to monitor returned funds and ensure that they are credited to the correct ASAP account. Returned funds that cannot be identified

and classified to an ASAP account will not be accepted and will be returned to the originating depository financial institution (ODFI).

It is essential that the Payment Requestor/Recipient Organization provide its financial institution with ASAP account information (ALC, Recipient ID and Account ID) to which the returned funds are to be credited. Additional detailed information can be found at: <http://www.fms.treas.gov/asap/pay-return2.pdf>

8. Interest

This award is subject to 15 CFR 24.21 (i) requiring recipients of Federal financial assistance to maintain advances of Federal funds in interest bearing accounts. Interest earned on Federal advances deposited in such accounts (with the exception of \$250 per year, which may be retained for administrative expenses) shall be remitted promptly.

The complete address for remitting checks for interest earned on Federal advances is Department of Health and Human Services, Payment Management System, P.O. Box 6021, Rockville, MD 20852. Recipients that do not have electronic remittance capability should send a check to this address.

In keeping with Electronic Funds Transfer rules (31 USC part 206), interest should be remitted to the HHS Payment Management System through an electronic medium such as the FEDWIR Deposit System. Electronic remittances should be in the format and should include any data that are specified by the HHS as being necessary to facilitate direct deposit in HHS' account at the Department of Treasury.

9. Matching Funds

Recipient will provide, from non-Federal sources, not less than 20 percent of the amount of the grant, including approved broadband planning activities, if any, funded under this award. The matching costs proposed in the Recipient's application represents the Recipient's best estimate of actual required matching costs, and the Recipient must submit a revised documentation of matching funds reflecting the funded award to the Federal Program Officer for review and approval within 30 days of the date of this award. In addition to this document, the Applicant must also submit a revised SF-424A specifying the proposed Federal and non-Federal amounts for each project year. The final approved matching costs will not be less than 20 percent of the total project cost. Matching funds can be in the form of either cash or in-kind contributions consistent with the 15 CFR 14.23, 24.3 and 24.24 as applicable.

10. Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements

The Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements are contained in, 73 Fed. Reg. 7696 (February 11, 2008), apply to this notice On the form SF-424, the applicant's 9-digit Dun and Bradstreet Data Universal Numbering System (DUNS) number must be entered in item 8.c. Organizational DUNS. The DUNS number provided MUST be the DUNS number for the entity within the applying institution that will be responsible for drawing down funds from the Automated Standard Application for Payment System (ASAP). Institutions that provide incorrect DUNS numbers may experience significant delays in receiving funds.

11. Performance (Technical) Reports:

Deviation to the reporting requirements in the Department of Commerce (DoC) Financial Assistance Standard Term and Condition B.01, entitled "Performance (Technical) Report"

The Recipient shall submit performance (technical) reports to the Federal Program Officer at the end of each calendar quarter or portion thereof, and a final report within 90 days of expiration date of this award. In the case of a multi-year project, an annual performance report will be required for each year of the grant award in lieu of the final report. Annual and final reports should incorporate the results and accomplishments of all research conducted during the period specified at the award period. Due dates are:

- April 30 for the calendar quarter ending March 31
- July 30 for the calendar quarter ending June 30
- October 30 for the calendar quarter ending September 30
- January 30 for the calendar quarter ending December 31

12. FEDERAL FUNDING NOTICE – FY 2009 State Broadband Data and Development Grant Program

The Recipient shall comply with the requirements found in the Department of Commerce, National Telecommunications and Information Administration Federal Funding Opportunity Notice and the Department of Commerce, National Telecommunications and Information Administration Federal Register Notice:

- (74 FR 32545), dated July 8, 2009 and found at http://www.ntia.doc.gov/frnotices/2009/FR_BroadbandMappingNOFA_090708.pdf
- (74 FR 40569), dated August 12 and found at: http://www.ntia.doc.gov/frnotices/2009/FR_mappingclarification_090807.pdf

- (74 FR 46573), dated September 10, 2009 and found at:
http://www.ntia.doc.gov/frnotices/2009/FR_MappingProgram_090910.pdf

13. New Federal Financial Report

Deviation to replace the references for the reporting requirements in the Department of Commerce (DoC) Financial Assistance Standard Term and Condition A.01, entitled “Financial Reports,” and Use of Approved OMB Form SF-425 as Authorized Under Uniform Administrative Requirements For Financial Reporting

New Financial Reporting Form (SF-425) - Article A.01 of the Department of Commerce (DoC) Financial Assistance Standard Terms and Conditions dated March 2008 shall apply as revised below:

The references to Financial Reporting Form SF-269 in the DoC Standard Terms & Conditions are hereby replaced with the SF-425, “Federal Financial Report,” as required by OMB (73 FR 61175, October 15, 2008). As authorized under 15 CFR §§ 14.52 and 24.41, the OMB approved SF-425 shall be used in the place of the SF-269 and SF-272 under the uniform administrative requirements and elsewhere under this award where such forms are referenced.

The Recipient shall submit an SF- 425 (Federal Financial Report) on a calendar quarter basis for the periods ending March 31, June 30, September 30, and December 31, or any portion thereof, unless otherwise specified in a Special Award Condition. Reports are due no later than thirty (30) calendar days following the end of each reporting period. A final SF-425 shall be submitted within ninety (90) calendar days after the expiration date of the award.

14. Whistleblower Protection Act Requirements

The Recipient shall comply with the Whistleblower Protection requirements of the American Recovery and Reinvestment Act (Recovery Act), Section 553 of Division A, Title XV, Public Law 111-5 which provides protection for employees of non-federal employers making specified disclosures relating to possible fraud, waste, or abuse of Recovery Act funds. The act requires any non-federal employer receiving Recovery Act funds to post a notice of the rights and remedies provided under the Act. The Recipient shall display a poster at their job sites. Recipients are reminded that the Office of Inspector General will verify the appropriate place of this poster as part of any field work conducted. Failure to display the poster may result in an audit finding. The poster can be downloaded from the following web site:

<http://www.oig.doc.gov/recovery/whistleblower.html>

15. Contractor Scope of Work

The Recipient must submit for review and approval the Scope of Work, cost estimates and contractor qualifications for any contracts expected to be in excess of \$100,000 when such information is not fully contained in the Recipient's application. **Federal** funds for these contracts will be released after such information has been reviewed and approved by NTIA. The Grants Officer will provide written notification of such approval.

16. Contracts Agreements

The Recipient shall submit fully executed contract agreements to the Grants Officer within 30 days of the execution of the agreements. (Fully Executed means: the agreement must be signed by both the recipient organization and the subrecipient/or other party).

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Program Management	11.558	\$	\$	\$ 625,000.00	\$ 214,500.00	\$ 839,500.00
2. Data Acquisition				1,380,000.00		1,380,000.00
3. Data Management / Reporting				885,400.00	1,413,233.00	2,298,633.00
4. Broadband Analysis and Maintenance				825,000.00		825,000.00
5. Totals		\$	\$	\$ 3,715,400.00	\$ 1,627,733.00	\$ 5,343,133.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Program Management	(2) Data Acquisition	(3) Data Management / Reporting	(4) Broadband Analysis and Maintenance	
a. Personnel	\$ 565,755.00		\$ 273,065.00	\$	\$ 838,820.00
b. Fringe Benefits	190,781.00		99,415.00		290,196.00
c. Travel	18,936.00		4,800.00		23,736.00
d. Equipment	7,890.00		234,987.00		242,877.00
e. Supplies	6,237.00		18,264.00		24,501.00
f. Contractual		1,380,000.00	1,658,602.00	825,000.00	3,863,602.00
g. Construction					
h. Other	49,901.00		9,500.00		59,401.00
i. Total Direct Charges (sum of 6a-6h)	839,500.00	1,380,000.00	2,298,633.00	825,000.00	\$ 5,343,133.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 839,500.00	\$ 1,380,000.00	\$ 2,298,633.00	\$ 825,000.00	\$ 5,343,133.00
7. Program Income	\$	\$ 0.00	\$ 0.00	\$ 0.00	\$

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Program Management	\$ 0.00	214,500.00	\$	214,500.00
9. Data Acquisition	0.00	0.00		0.00
10. Data Management / Reporting	0.00	1,413,233.00		1,413,233.00
11. Broadband Analysis and Maintenance	0.00	0.00		0.00
12. TOTAL (sum of lines 8-11)	\$	1,627,733.00	\$	1,627,733.00

SECTION D - FORECASTED CASH NEEDS

Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 1,504,080.00	376,020.00	376,020.00	376,020.00
14. Non-Federal	\$ 768,237.00	192,060.00	192,059.00	192,059.00
15. TOTAL (sum of lines 13 and 14)	\$ 2,272,317.00	568,080.00	568,079.00	568,079.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Program Management	\$ 189,080.00	189,080.00	189,080.00	189,080.00
17. Data Acquisition	265,000.00	210,000.00	210,000.00	210,000.00
18. Data Management / Reporting	100,000.00	55,000.00	55,000.00	55,000.00
19. Broadband Analysis and Maintenance	45,000.00	0.00	0.00	250,000.00
20. TOTAL (sum of lines 16 - 19)	\$ 599,080.00	454,080.00	454,080.00	704,080.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	5,343,133
22. Indirect Charges:	0

23. Remarks: Total grant request is for \$3,715,400 - State of ND match is \$1,627,733

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North Dakota

Combined 2 year budget

	In-Kind	Federal	Total
Personnel Salaries	76,827	454,794	531,621
Personnel Fringe	32,926	181,496	214,422
Travel	1,503	36,852	38,354
Equipment	626	8,673	9,299
Supplies	1,879	1,503	3,382
Hosting	0	23,520	23,520
Rent/Other	7,139	17,063	24,202
Base Map Contractor	500,000	0	500,000
GIS Infrastructure	913,233	0	913,233
Broadband Map Contractor	0	889,853	889,853
Total	1,534,133	1,613,754	3,147,887

	Year 1			Year 2			Grand Total
	In-Kind	Federal	Total	In-Kind	Federal	Total	
Broadband Mapping Budget							
Personnel Salaries							
Program Manager		79,584	79,584		79,584	79,584	159,168
Large Project Oversight		5,250	5,250			0	5,250
Executive Overview	18,415		18,415	18,415		18,415	36,830
Administrative Support	19,999		19,999	19,999		19,999	39,998
System Administration		3,528	3,528		3,528	3,528	7,056
Developer/DBA		49,140	49,140		49,140	49,140	98,280
Personnel Salaries Total	38,414	137,502	175,916	38,414	132,252	170,666	346,581
Personnel Fringe	16,463	47,572	64,035	16,463	47,572	64,035	128,070
Travel	751	3,006	3,757	751	3,006	3,757	7,514
Equipment	626	2,505	3,131			0	3,131
Supplies	939	751	1,691	939	751	1,691	3,382
Hosting		4,704	4,704		18,816	18,816	23,520
Rent/Other	3,569	8,532	12,101	3,569	8,532	12,101	24,202
Base Map Contractor	500,000		500,000			0	500,000
GIS Infrastructure	913,233		913,233			0	913,233
Broadband Map Contractor		806,728	806,728		83,125	83,125	889,853
Total Mapping	1,473,997	1,011,300	2,485,296	60,137	294,054	354,191	2,839,487
Total Fed							1,305,354

1,613,754

	Year 1			Year 2			Grand Total
	In-Kind	Federal	Total	In-Kind	Federal	Total	
BroadBand Planning							
Personnel Salaries		92,520	92,520		92,520	92,520	185,040
Personnel Fringe		43,176	43,176		43,176	43,176	86,352
Travel		15,420	15,420		15,420	15,420	30,840
Equipment		3,084	3,084		3,084	3,084	6,168
Supplies			0			0	0
Total Planning	0	154,200	154,200	0	154,200	154,200	308,400

Broadband Technology Opportunities Program- ARRA Reporting Cover Sheet

The following information is required when you file your report with FederalReporting.gov.

It is important that you include this information exactly as it is indicated below, as this will expedite the review of your materials.

Award Type: G

Award Number: 38-50-M09050

Funding Agency Code: 1335

Awarding Agency Code: 1341

Amount of Award: \$1,613,754

Catalogue of Federal Domestic Assistance (CFDA) Number: 11.558

Program Source (TAS) Code: 13-0554

DUNS Number: 073131823

Congressional District: 1

Requirements Document

State Broadband Data and Development Program



Reporting Requirements for American Recovery and Reinvestment Act of 2009 (Recovery Act)

December 10, 2009

Version 1.0

Prepared for:

National Telecommunications and Information Administration
Division xxxxx xxxxxxxx xxxxx
1234 Street Address
Washington, DC 00000

Contact Name



Introduction

As stated in the Notice of Funds Availability (NOFA) for State Broadband Data and Development Grants (RIN 0660-ZA29), any grant awarded under the State Broadband Data and Development Program is subject to the applicable regulations and statutes regarding reporting on Recover Act funds.

FederalReporting.gov is the central government-wide data collection system for Federal Agencies and Recipients of Federal awards under Section 1512 of the Recovery Act. Recipients will access FederalReporting.gov in order to fulfill their reporting obligations. Federal Agencies, Prime Recipients and Sub Recipients are required to submit data on a quarterly basis for grants, loans, and federally awarded contracts under the Recovery Act. This Website provides a user-friendly mechanism for submitting required data. Through FederalReporting.gov Recipients will be able to:so

- Register for the site and manage their account(s)
- Submit reports
- View and comment on reports (if the user represents a Federal Agency or Prime Recipient)
- Update or correct reports when appropriate.

Only registered Federal Agency and Recipient users will be able to submit and/or review data through FederalReporting.gov.



Registration

Reporting recipients and reviewing Federal agencies must be registered as authorized parties prior to submitting or reviewing recipient reports on www.FederalReporting.gov. The registration function will be available at www.FederalReporting.gov no later than August 26, 2009. Thereafter, prime recipients, delegated sub-recipients and Federal agencies can register on the website.

Prompt registration is encouraged. Since registration requires that prime recipients must be registered in the Central Contractor Registration (CCR) database and that all reporting entities have a D-U-N-S number reporting recipients whom do not already meet these requirements should take immediate steps to prepare for registration. Registration occurs only once, prior to the first reporting cycle. Prime recipients choosing to delegate reporting responsibilities should notify the affected sub-recipients early to allow them time to register.

Prime recipients and delegated sub-recipients will need to be registered as authorized users of the www.FederalReporting.gov solution prior to submitting recipient reports into the website. **Award recipients should register within 10 business days of receiving an award.** The process for registering with www.FederalReporting.gov will be as follows:

- 1) **Go to the website:** The user will launch their commercial Web browser software application (e.g., Internet Explorer, or Firefox) and will navigate to the website www.FederalReporting.gov.
- 2) **Provide registration information:** The user will select the Registration link on the main page and fill in the required registration information. All users will be asked for a preferred User Identifier (User ID), a password, an email address, and a primary phone number. Depending on the user's role in the system, some additional information may also be required:
 - Users that are representatives of State agencies will provide the Dun and Bradstreet (D&B) D-U-N-S number for their State agency. If the State agency uses more than one D-U-N-S number, the number of the State agency organization that is administering the award should be used
 - Users that are representatives of prime recipients or sub-recipients will provide their organization's D-U-N-S number
- 3) **Receive confirmation:** When the website registration has been successfully concluded, the www.FederalReporting.gov solution will send a confirmation of registration to the user by email.

Please note that registering with CCR and/or D&B requires additional processing time for the two organizations to validate user organization registration information. Combined CCR and D&B registration time can range from a single to several days depending on the particular organization and type of registration(s). If recipients need to register with CCR and/or D&B prior to using the www.FederalReporting.gov solution, the recipients should allow sufficient time to complete the registrations in order to still meet Recovery Act reporting deadlines. **Advance registration is strongly recommended.**



Reporting Timeline

During days 1-10 following the end of the quarter, recipients and delegated sub-recipients prepare and enter their reporting information. During this period, the data are considered to be in pre-submission status until explicitly submitted. Submitted reports will be viewable by the appropriate prime recipient and by the Awarding Agency. Prime recipients and delegated sub-recipients that have not submitted their data reports by the end of the 10th day will be considered non-compliant with the recipient reporting requirements.

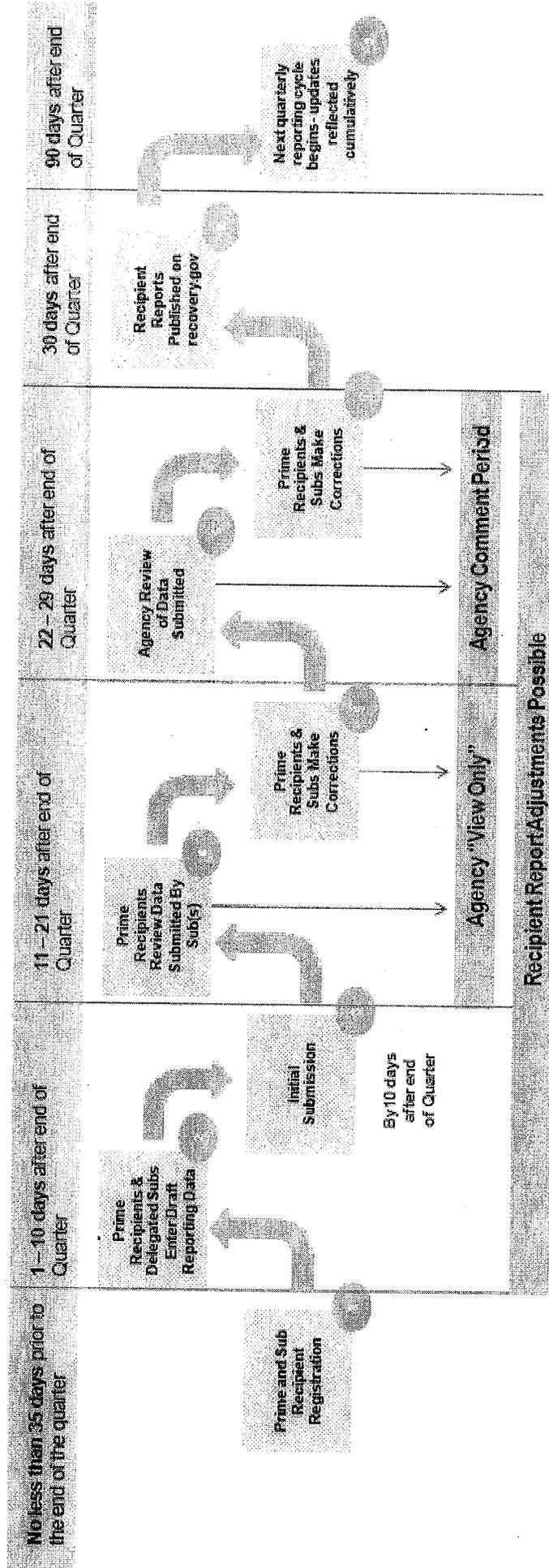
During days 11-21 following the end of the quarter, prime recipients ensure that complete and accurate reporting information is provided prior to the Federal agency comment period beginning on the 22nd day. Prime recipients will perform a data quality review. Prime recipients are responsible for verifying submitted information for all Recovery funds for which they are responsible, for notifying sub-recipients of reporting errors or omissions, and for ensuring any data corrections are completed in a timely manner. Prime recipients will be responsible for coordinating with sub-recipients on any identified data corrections. Agencies may perform an initial review of the information in a "view-only" mode during this time period, but they will not be allowed to provide official feedback to prime recipients. During this period summary statistics for the initial data submissions will appear on www.Recovery.gov.

During days 22-29 following the end of the quarter, Federal agencies review and, if determined, comment on the submitted reporting information. Submitted reports will not be editable by prime recipients or delegated sub-recipients during this time period unless notified by the Federal agencies. The Federal agencies will perform a data quality review. The Federal agencies will notify the recipients and delegated sub-recipients of any data anomalies or questions through the www.FederalReporting.gov solution.

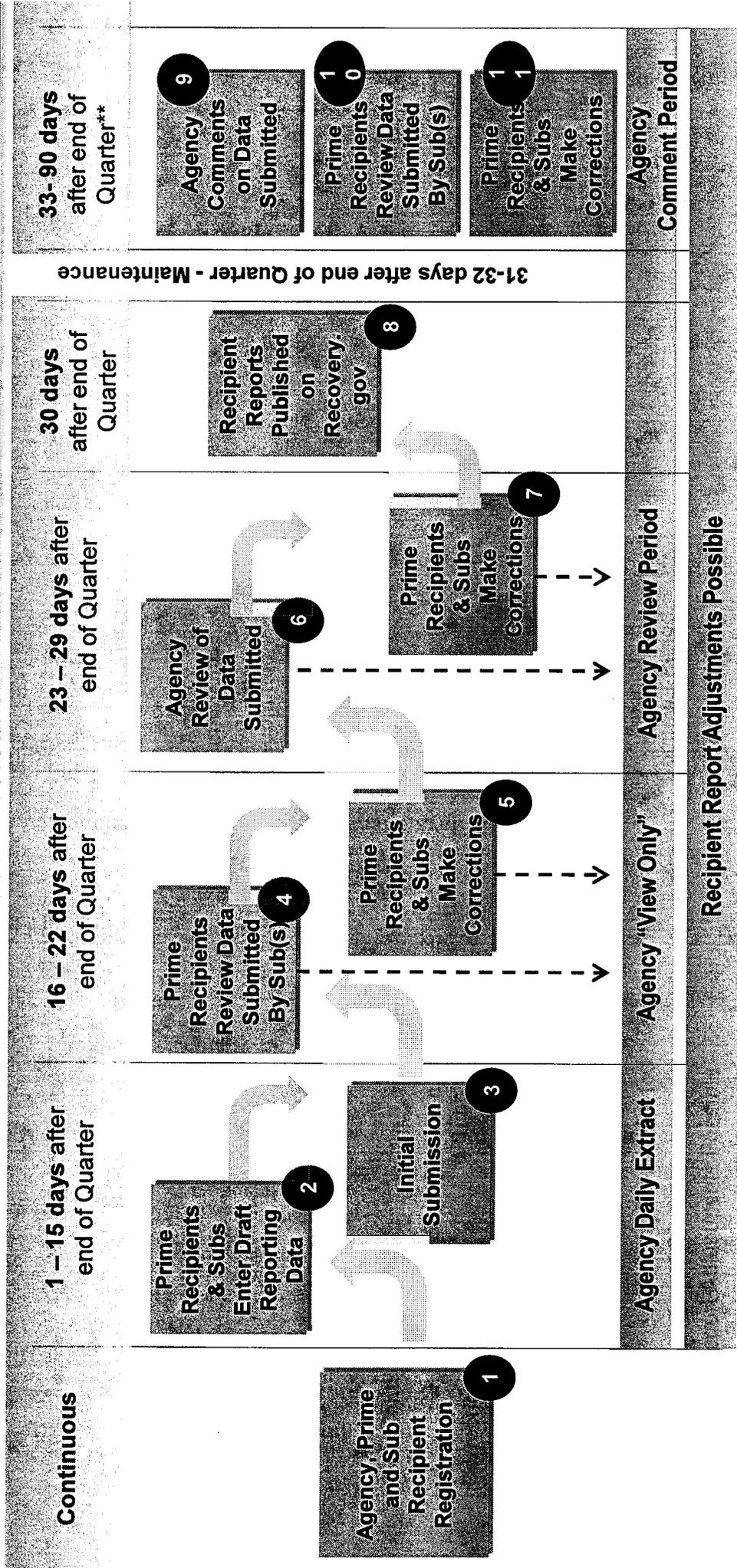
No later than 30 days following the end of the quarter, detailed recipient reports are made available to the public on the www.Recovery.gov website. Federal agencies may also post recipient information on their respective websites after the data has been posted on the www.Recovery.gov website. Any data issues identified beyond the date of publication will be corrected or addressed in the next quarterly report.



Recipient Reporting Timeline



Reporting Timeline and Activities



**Reports will be unlocked Days 33-90

***There will be no late submission during Days 33-90

